

**Mailing Services for Jury Questionnaires  
United States District Court  
for the District of Columbia  
333 Constitution Ave. NW, Room 1724  
Washington, D.C. 20001**

December 9, 2015

The United States District Court for the District of Columbia is requesting a proposal to provide the following mailing services for 9 months for the period of January 1, 2016, through September 30, 2016. The quote should be honored for the full 9 months.

The beginning date of the contract will be Friday, January 1, 2016, and will extend for nine months from the beginning date to the ending date of Friday, September 30, 2016.

Award of this proposal will be given to the contractor whose technically acceptable proposal offers the lowest price to the Court. This is an Open Market Competition.

**NonDisclosure of Information:**

Neither the contractor nor any of its employees shall divulge nor release data or information obtained during performance of this contract.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

**SCOPE OF WORK**

**Material must be picked up from:**

United States District and Bankruptcy Courts  
for the District of Columbia  
333 Constitution Ave. NW, Room 4214  
Washington, D.C. 20001

**Regular Mailing Job**

- Questionnaire and summons mailing of approximately 1,000 - 3,000 pieces.
- The mailing consists of a #10 carrier envelope, a pre-addressed questionnaire, summons, and a #9 business reply envelope.
- The questionnaire and summons will be folded and inserted along with a business reply envelope into the carrier envelope with the address from the summons appearing through the window.

\*Regular Mailings can vary between 1,000 - 3,000 pieces. If the price changes due to the varied amount of pieces, please provide the price difference on the next page. \*

### **Special Mailing Job**

- Questionnaire, summons, and pre-screening form mailing of approximately 1,000 - 3,000 pieces periodically.
- The mailing consists of a #10 carrier envelope, a pre-addressed questionnaire, summons, pre-screening form, and a #9 business reply envelope.
- The questionnaire, summons, and pre-screening form will be folded and inserted along with a business reply envelope into the carrier envelope with the address from the summons appearing through the window.

\*Special Mailings can vary between 1,000 - 3,000 pieces. If the price changes due to the varied amount of pieces, please provide the price difference on the next page. \*

### **Metering the #10 Envelopes**

- After the material has been inserted into the envelopes, the envelopes will be metered and pre-sorted for the lowest allowable First Class rate.
- Delivered to the Post Office within 72 hours after pickup from the courthouse.
- Postage will need to be billed as a separate cost (reimbursable) and postage cannot be paid up front by U.S. District Court. \*

\*Upon completion of each order, the contractor is to notify Juan Rivera, Procurement and Facilities Specialist, and Regina Larry, the Jury Administrator of the Jury Office\*

- The U.S. District Court will supply the vendor with a report which lists the names and addresses in alphabetical order to be used for accountability purposes.
- The court will be provided a report with the number of pieces of mail dropped to the U.S. Postal Service within 5 business days.
- In the event of destruction of a piece of pre-addressed material, the U.S. District Court will be notified and all ruined or unused materials will be returned to the U.S. District Court.
- 100% accountability is required for all pre-addressed materials.
- A confidentiality statement must be signed and submitted to the U.S. District Court for security reasons.

Proposals must be submitted to the court no later than 5:00 P.M., on Monday, December 28, 2015.

Submit Proposals to:

Juan Rivera, Procurement and Facilities Specialist  
E. Barrett Prettyman U.S. Courthouse  
U.S. District and Bankruptcy Courts for the District of Columbia  
333 Constitution Ave. N.W., Suite 1724-E  
Washington, D.C. 20001  
Tel: (202) 354-3018  
Cell: (202) 437-8287  
Fax: (202) 354-3023  
E-mail: [Juan\\_Rivera@dcd.uscourts.gov](mailto:Juan_Rivera@dcd.uscourts.gov)

Questions on this request may be directed to Juan Rivera, Procurement/Facilities Specialist (202) 354-3018 or e-mail to [Juan\\_Rivera@dcd.uscourts.gov](mailto:Juan_Rivera@dcd.uscourts.gov).

Please complete the additional attachment.